



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

Approved
7/17/08

OPERATIONS COMMITTEE MEETING MINUTES March 20, 2008

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Diana Baumbauer, <i>Co-Chair</i>	Michael Green	None	None	Jane Nachazel
Nettie DeAugustine, <i>Co-Chair</i>	Elizabeth Mendia			James Stewart
Carla Bailey	Jocelyn Woodard			Craig Vincent-Jones
Al Ballesteros				Nicole Werner
Anthony Bongiorno/ Manuel Negrete				
Mike Johnson				
Ted Liso				
Dean Page				
Natalie Sanchez				

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 3/20/2008
- 2) **Minutes:** Operations Committee Meeting Minutes, 2/21/08
- 3) **Roster:** Los Angeles County Commission on HIV, 2/14/2006
- 4) **Table:** Los Angeles County HIV Comprehensive Training Plan, 2/2008
- 5) **Commissioner Application:** Ronnie Snyder, 9/2/05
- 6) **Commissioner Renewal Application:** Ronnie Snyder, 3/1/08
- 7) **Commission Nominee Evaluation/Scoring Form:** Blank Form
- 8) **Budget:** CARE Act, Title I, YR 17 Planning Council Support Budget, 3/1/07-2/28/08
- 9) **Work Plan:** Commission's YR 17 Implementation Plan, 6/12/07

1. **CALL TO ORDER:** Ms. Baumbauer called the meeting to order at 1:00 p.m. and self-introductions were made.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the February 21, 2008 Operations Committee meeting minutes, as presented (*Passed by Consensus*).
4. **PARLIAMENTARY REMARKS:** There were no comments
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments
6. **COMMISSION COMMENT, NON-AGENDIZED:** Mr. Liso attended the Twin Towers tour and said it helped him to better understand barriers faced by incarcerated PWH/A. Mr. Vincent-Jones added that the tours were a result of the HIV and Corrections Hearing held earlier by the Commission.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.

Operations Committee Meeting Minutes

March 20, 2008

Page 2 of 3

8. CO-CHAIRS' REPORT:

- A. **Co-Chair Nominations:** Mr. Stewart opened co-chair elections that included the current co-chairs and William Fuentes. Mr. Vincent-Jones reported that William Fuentes planned to resign from the Commission.

MOTION #3: Approve Diana Baumbauer and Nettie DeAugustine as Committee Co-Chairs (*Passed by Consensus*).

9. OPEN NOMINATIONS PROCESS:

- A. **Candidate Interview(s):** There were no interviews.

- B. **Member Nominations:** Ron Snyder's application materials were reviewed and was recommended to the SPA #2 Consumer, Alternate to Everardo Orozco.

MOTION #4: (Bailey/Fuentes) Nominate Ron Snyder to the SPA #2 Consumer, Alternate seat (*Passed by Consensus*).

10. **COMMISSION OPERATIONAL BUDGETING:** Mr. Vincent-Jones presented and discussed the overall operational budget with the Committee. He pointed out that, in the past, the Commission has allocated 4% of the annual Ryan White Part A award for this budget. He noted eventually there would also be an expenditure report. While the administrative agency and planning council budgets are now combined under the 10% cap, the Commission continues its practice of 4% operational budgeting.

➡ Bring a revised operational budget to the April Committee meeting.

11. COMMITTEE WORK PLAN UPDATE:

- The Committee discussed and made changes to the work plan. It was agreed to change the timeline for orientation to take place annually, update financial training, and add a community service component.
- Ms. Sanchez suggested deferring a revision of CABs until the Consumer Caucus was more developed.
- Mr. Vincent-Jones said an Ordinance change was proposed to add three seats.
- Mr. Vincent-Jones said eventually he hoped to have a complete set of Policies and Procedures on the website.
- He added that a quarterly newsletter was planned. Meanwhile, in response to SPNs request for updates, email summaries of Committee and other meetings are being planned.
- Mr. Vincent-Jones said it might be time to reinvigorate the Public Awareness work group to develop a public awareness strategy, especially since OAPP is about to launch its social marketing campaign. Once that was done, it might be possible to obtain outside funding.
- The Commission continues to spearhead the County's involvement in LGBT June Pride Month and to help develop an employee association that would ultimately lead the effort in the future.
- Mr. Vincent-Jones reported that he is working on the new purchase order for the Assessment of the Administrative Mechanism (AAM).

➡ Bring the Policy and Procedure's list to Committee meetings for review and update.

➡ Bring quarterly AAM reports to the Committee for review.

➡ Update the Unmet Need plan with Ms. Baumbauer and Ms. DeAugustine.

12. **COMPREHENSIVE TRAINING:** The item was postponed.

13. **LEADERSHIP ACTIVITIES:** The item was postponed.

- A. **Consumer Caucus:** The item was postponed

14. COMMISSION OPERATIONS:

- A. **Non-Profit Supportive Organizations:** Mr. Vincent-Jones reported he was working on a letter to possible foundation funding sources.

15. **ORDINANCE REVISIONS:** The item was postponed.

16. **COMMITTEE ACTIVITIES:** The item was postponed.

- A. **Committee Recruitment Materials:** The item was postponed

1. **Committee Descriptions/Fact Sheets:** The item was postponed

2. **Committee Training Materials:** The item was postponed

17. **MEMBERSHIP:** Mr. Vincent-Jones reported that that ten seats are currently vacant and expressed a specific need for Latino unaffiliated consumers.

Operations Committee Meeting Minutes

March 20, 2008

Page 3 of 3

- ➡ Contact Supervisor Molina's office to host a meeting and invite organizations to help address the need to expand Latino membership (especially consumers) on the Commission. Coordinate a Latino recruitment strategy with Mr. Ballesteros and Ms. Sanchez.

18. **COMMUNITY RELATIONS:** There was no additional information.

A. **Public Awareness:** The item was postponed.

B. **Communications:** The item was postponed.

C. **Newsletters:** The item was postponed.

D. **Community Education:** The item was postponed.

19. **POLICIES AND PROCEDURES:** The item was postponed.

20. **WORK PLAN:** There was no additional information.

A. **Prioritization:** The item was postponed.

B. **Assignments:** The item was postponed.

21. **ANNOUNCEMENTS:** There were no announcements.

22. **ADJOURNMENT:** The meeting was adjourned at 3:05 pm.